



ADMINISTRATIVE PROCEDURES

No. 535.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT MATRICULATION DEFINITIONS AND PROCEDURES

Matriculation is a process that brings the College and a student who enrolls for credit into agreement for the purpose of realizing the student's educational objectives. The Agreement involves the responsibility of both parties to obtain those objectives through the College's established programs, policies, and requirements.

The students' responsibilities under the agreement include:

1. The expression of at least a broad educational intent upon enrollment;
2. The declaration of a specific educational objective after completion of 15 semester units of degree-applicable credit course work; and the development of an Education Plan;
3. Diligence in class attendance and completion of assigned course work;
4. The completion of courses and maintenance of progress toward an educational goal, according to standards established by the College and the state.

The responsibilities of a College under this agreement will entail providing appropriate matriculation services which shall include:

1. The processing of applications for admission in a timely manner;
2. Orientation services designed to provide, on a timely basis, needed information about instructional programs, course prerequisites, student services, college regulations, and student rights and responsibilities;
3. Assessment of students with State Chancellor-approved tests to determine student competency in computational and language skills; to identify aptitudes, interests, and educational objectives; and to evaluate study and learning skills;
4. Counseling and advising to assist students in interpreting test results, in developing and updating their educational plans and in choosing classes;
5. A follow-up system to detect and correct early signs of academic difficulty, and to ensure the academic progress of each student;
6. The referral of students to: (1) support services which may be available, including but not limited to, counseling/advising, financial aid, campus employment services, Extended Opportunity Programs and Services, campus child care services, tutorial services, and Disabled Student Programs and Services; and (2) specialized curriculum offerings

including but not limited to, pre-collegiate basic skills and programs in English as a Second Language;

7. An ongoing institutional research program to determine the effectiveness of Matriculation programs, services, and procedures, including the determination of validity for assessment procedures/instrumentation and course prerequisites;
8. Faculty and staff training to assist in the implementation of matriculation requirements.

Compliance with these requirements is monitored by the State Chancellor's Office as stipulated by the Seymour-Campbell Matriculation Act.

STUDENTS SUBJECT TO MATRICULATION

All new (first-time freshmen, first-time transfers), credit students are strongly encouraged to participate in Orientation and Counseling services in their first semester of attendance in order to familiarize themselves with campus programs, services and procedures and to develop an Education Plan. The Education Plan should be completed by the end of the first semester of attendance.

Students who want to enroll in nine (9) credit units or more must have their registration card signed by a counselor or complete a waiver form in the or their registration will be blocked. Request for Waiver Forms are available in the Counseling Office at the Ukiah Campus and at the front desk at the Willits and Lake Centers.

Students that want to enroll in an English or Math course or a course with an English or math prerequisite, are required to take the Placement Tests, or qualify for an exemption (below), or their registration will be blocked.

STUDENTS EXEMPTED FROM MATRICULATION

1. The following categories of students are exempt from participation in the College's Matriculation program: Exempted students may still participate in Matriculation service at their option.
 - A. Students who have completed an Associate degree or higher at an accredited postsecondary institution.
 - B. Students who wish to be exempted from the nine (9) unit counseling requirement may complete a Request for Waiver of Counseling Form. This Form is located in the Counseling Office at the Ukiah Campus and at the front desk at the Lake and Willits Centers.
 - C. Students who wish to be exempted from Prerequisite must file a Prerequisite Challenge Form or a Prerequisite Course Equivalency Form to be reviewed by Admissions and Records or The Learning Center and demonstrate that they have either:

Completed a college-level Reading and Composition course (Eng 80) and an Algebra class (Math 55) or higher OR

Took the placement tests offered at Mendocino College elsewhere, with course recommendations, in the last 3 years.

Authority Cited:

California Administrative Code, Title 5, 51024, 55500, 55510, 55512, 55514, 55516, 55518, 55520, 55521, 55526, 55530, 55532, 55534, 58106

Education Code 66700, 70901, 71020.5, 72011, 76000, 76001, 76001.5, 78210-78218, 84500.1

Government Code 11135-11139.5

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